

Governor's State Workforce Investment Board

**State Capitol, Room 317, Helena, Montana
August 31, 2006**

DRAFT MINUTES

BOARD MEMBERS PRESENT: Chair Dan Miles, Evan Barrett, Arlene Becker, Dave Crum, Mike DesRosier, Georgia Gibbs-Atkinson, Mike Grove, Kirk Hammerquist, Jacquie Helt, Keith Kelly, Maureen Kenneally, Lane Larson, Robbe Lindsay, Jody Messinger, Tom McKenna, Mike O'Neill, Arlene Parisot, Tony Preite, Gail Richardson, Jeff Rupp, Karen Sullivan, and Linda Woods.

BOARD MEMBERS ABSENT: Vice Chair Marty Copps, John Beaudry, Tom Curry, Llew Jones, Julie Jordan, Joan Miles, Rodney Miller, Gary Perry, John Prinkki, Alan Skari, and Teresa Wall-McDonald.

STAFF: Leisa Smith, Chris Wilhelm and Mary Eve Pietrukowicz.

GUESTS: Mary Berg, Pat Campbell, Leslie Duffy, Al Ekblad, Suzanne Ferguson, Dan Flynn, Roxanne E. Gibbs, Marla Hagen, Jasyn Harrington, Don Herzog, Patricia Hulla, Darla J. Joyner, Kate Kahle, Connie Kinsey, Jerry Laughery, Elissa Mitchell, Linda Moodry, Jay Reardon, Connie Roope, Mike Shoquist, Les Stevenson, Yvonneda Thompson, Pam Watson, Kathy Yankoff and Todd Younkin.

Welcome and Introductions

Chairman Dan Miles called the meeting to order at 8:42 a.m. he thanked members and guests for coming. He announced Fred Sargeson has resigned from SWIB because he is on a temporary, work-related out-of-state assignment; efforts are underway to find another member to represent the Helena MACO District.

Roll Call, Housekeeping and New Documents

Chris Wilhelm conducted roll call, announced a quorum and reviewed the members' documents. She discussed the SWIB website's new appearance, recently converted to the Governor's "common look and feel." The site's new address is www.swib.mt.gov, and SWIB staff will be maintaining it from now on. She stated the newsletter has been revised to a bi-monthly publication. Chairman Miles asked the Board for consensus to relax the formal *Robert's Rules of Order* to encourage open discussion, and received it. He pointed out the meeting was being taped to facilitate minute taking; upon approval of the minutes, the tapes would be destroyed.

Approval of Agenda

Chairman Miles reviewed the agenda and asked the Board for consensus to approve as written. The agenda was approved.

Approval of June 9, 2006 Meeting Minutes

Chairman Miles asked for comments regarding the June 9, 2006 minutes. Linda Woods requested a wording change to the Job Corps piece, page 3. The sentence about enforcement of zero tolerance by drug tests should read "prior to enrollment," not "prior to entry." Evan Barrett moved to accept the minutes as amended, seconded by Lane Larson, the motion carried unanimously.

Board Accomplishments

- Chairman Miles reviewed the Governor's charges to the Board: (1) Ensure Accountability; (2) Improve Efficiencies by getting more dollars to Montana's needing citizens; (3) Promote Local Involvement; and (4) Include Montana's First Americans and Montana's Last and the Least.
- The Workforce Investment Board transitioned to a single administrative entity, creating more than \$1.2 million in savings that was re-allocated to service providers for those most in need.
- Commissioner Kelly said the SWIB goal was to have 10 One-Stops, 10 months ago. Currently, four one-stop centers have been approved, with two more awaiting SWIB approval at this meeting, and three pending staff review.
- The Economic Development Committee presented the state's healthcare needs to the Chairman Miles. The Healthcare Taskforce, chaired by Karen Sullivan, has been meeting since early summer.
- The Youth Council has also been formed.
- The \$15 million *Workforce Innovation in Regional Economic Development (WIRED)* grant provides training in biotech industries, and partners with the Governor's office, Commerce, the university system, and others. WIRED is just now gaining momentum.
- The SWIB has submitted a waiver request for \$400,000 incumbent worker funds from WIA reallocated monies.
- The statewide Apprenticeship Program is developing an MOU outlining coordinated creation of new programs involving business, labor, education, and state government.
- All WIA mandatory partners, including Tribal representatives, have signed the Statewide MOU for One-Stop Delivery System - a first time accomplishment. Chairman Miles offered kudos to staffers who brought about this historic event.
- A Snapshot document outlining State of Montana Workforce System is being finalized.
- SWIB Web has been converted and SWIB staff trained to maintain the web.
- The Newsletter has been reinstated, transitioning to a bi-monthly, expanded publication to better communicate SWIB business.
- On behalf of the SWIB, Chairman Miles presented out going SWIB Director Pam Watson with a plaque of appreciation.

Desiree Taggart Memorial Awards

Chairman Miles discussed the nomination process, and Commissioner Keith Kelly introduced the awards:

The *Outstanding Business of the Year* award went to Opportunities, Inc. for its empowerment of low-income families to achieve self-sufficiency.

The *Outstanding Individual* award was given to Yvonneda (Henry) Thompson) for her dedication to the Northern Cheyenne community, including offering a wide variety of extension services.

The *Outstanding Program* award was received by Youth and Family Services Program, St. Labre Indian School, for its many activities to improve the employment opportunities of the clients they serve.

Committee/Council/Taskforce Reports - For more details, committee minutes are available on the SWIB website at www.swib.mt.gov

One-Stop Committee Report

Jeff Rupp presented in Chair Marty Copps' absence

Committee Action Taken

- Recommend for certification the Missouri River Workforce System.
- Recommend for certification the Flathead Workforce System.

SWIB Action Taken

- Mr. Rupp moved the Board to certify the Missouri River and Flathead Workforce Systems as One-Stop Centers. Mr. Kelly seconded, and the motion carried unanimously.

Mr. Rupp reminded members that this action brings the number of certified one-stop centers to six and referenced the draft one-stop map in their packets. Chairman Miles thanked Mr. Rupp for the One-Stop Committee's work on this.

Mr. Crum had asked Marla to be invited to the next Missouri River Workforce System quarterly meeting, and recommended other SWIB members attend their own local one-stop meetings. Chairman Miles supported this recommendation.

Chairman Miles then presented one-stop plaques to the new Missouri River One-Stop, accepted by Marla Hagen, Chair of Job Services and Workforce; and the Flathead One-Stop, accepted by Mike Shoquist, Manager of the Flathead Workforce System, Pat Campbell and Mike Wild.

Recess

The meeting recessed at 9:50 a.m., to re-convene at 1 pm. During the recess, photos were taken of the winners of the Desiree Taggart Award and the two new One-Stop Centers. Members also attended the 2006 Labor Day Report presentation.

Committee/Council/Taskforce Reports (continued)

The Board re-convened at 1:07 p.m.

Executive Committee Report

Ms. Smith reported on the August 22, 2006 phone conference that the Executive Committee held regarding the Desiree Taggart Award nominees.

Committee Action Taken

Recommended nominees for the 2006 Desiree Taggart Memorial Awards to the Governor's Office

Apprenticeship Committee Report

Apprenticeship Committee Chairman Mike O'Neill reported. The Committee has met a number of times; and Mr. O'Neill expressed appreciation on the Committee's behalf to Ms. Wilhelm for her efforts to keep the group moving forward.

Items discussed

- Pre-Apprenticeship Training School for Linemen
- Federally Apprentice-able Trades Not Utilized in Montana
- Apprenticeship and Training Program's desire for another staff person to market Apprenticeship to potential employers and work in the schools.

Committee Action Taken

- Recommended SWIB approve the Apprenticeship MOU as amended, and request Ms. Parisot present the MOU to the Board of Regents for endorsement.
 - Amendments:
 - section 1.1.1 add text "(DLI)", Apprenticeship and Training Program"
 - section 1.1.6 add text ", Apprenticeship Advisory Committee"
 - section 2.4 remove text ", or" after the word "industry"; add text "or educational institution" after the text "labor organization,"
 - section 5.2.2 change "Committee" to "Council"
 - section 6.1 remove text "and finally to the United States Secretary of Labor and to the head of any other Federal agency with responsibility for oversight of a partner agency's program"

SWIB Action Taken

Mr. O'Neill moved the full SWIB approve the Apprenticeship MOU as amended. Mr. Larson seconded, and the motion passed unanimously. Mr. O'Neill stated the Apprenticeship Committee has tackled difficult topics. Mr. Kelly added all members have much work on their plate and expressed his appreciation on behalf of DLI staff. Chairman Miles commended the Apprenticeship Committee for its collaboration with the Health Taskforce and suggested it collaborate with other states' apprenticeship programs, such as that in South Dakota, to share curricula.

Youth Council Report

Ms. Smith reported on the August 8, 2006 Youth Council meeting in John Beaudry's stead. Connie Kinsey was present to clarify and field questions.

Items discussed

- Review of members' experience and current positions working with youth.
- Two-Year Plan Review
- Sixth barrier Definition / Clarification
- State Youth Forum Update
- Youth Summit Conference Report
- PY06 Funding Allocations Update
- Youth RFP Process
- Jobs for Montana Graduates (JMG)

Future Projects

- Identification of youth RFP's essential elements and non-mandatory elements

Committee Action Taken

- Modified and approved the Mission and Vision Statement, Goals and 2006/07 Projects/Action Items.

Chairman Miles will work with Council Chairman Beaudry for a future coordinated meeting between the full Board and Youth Council.

Healthcare Taskforce Report

Chairman Miles summarized the creation of the Healthcare Taskforce. There is the need to present the Governor and the public with healthcare data in consumable format. Thus, he formed and charged the Taskforce with identifying regions of shortage, and causes and remedies for these. Karen Sullivan agreed to chair the Taskforce. Ms. Sullivan thanked the staff for helping complete the work: Pam Watson, Ms. Smith, Ms. Wilhelm and Emily Lipp-Sirota. She also looks forward to working with the Apprenticeship Committee and Apprenticeship Chairman Mr. O'Neill. Mr. Brad Eldredge has worked closely with the Taskforce on the large data piece, data that the Office of the Commissioner of Higher Education, facilitated by Dave Gibson, is analyzing, as well. Mr. Gibson and OCHE have been meeting with hospitals and presenting to various health professionals and Western Montana legislators. The Taskforce appointed by Chairman Miles ends in September, 2006, however, the Higher Education Taskforce will be longer lived. Some health data points that Ms. Sullivan touched upon for the Board include:

- Montana is 10th in the nation with percentage population over the age of 65 years.
- Lower ratios of workers to the state's population exist in the fields: medical technicians, occupational therapists, occupational therapists' assistants, ultrasound technicians, pharmacy technicians and home health aides. Medical assistants, trained by physicians, take patients' histories, read vitals, and distribute medications in the clinic setting.
- The ratio of registered nurses to population is the same as that of the nation.
- Montana does not appear to be in more dire need of healthcare professionals than the rest of the nation, but one constraint in collecting these data is confidentiality.
- The Labor Day Report 2006 illustrates health jobs are not being geographically driven.

Discussion Items

- Job orders for health care positions
- Health Care Occupations Data
- Recruitment and Retention of Nurses
- Montana Dental Workforce Analysis
- Apprenticeship and Training for health care fields

Future Projects

- Data from the Board of Licensing
- Statistics for APNs, RNs, Psychiatrists, Psychologists, Mental Health Technicians, and Addiction Counselors
- Job Postings breakdown
 - ONET Codes
 - Regular job orders
 - State job orders

- Federally apprentice-able health care trades not being utilized in Montana
- Status / results of Blue Ribbon Task Force recommendations
- Hospital and Acute Care wage information
- 2006 MHA Survey

Chairman Miles stated the Executive Committee will be able to act on behalf of the Board regarding the recommendations that emerge from the September 13th meeting. He added the Board can keep the healthcare issue in the forefront even after the Healthcare Taskforce is disbanded. Jody Messinger stated she really appreciates the Taskforce's work. She has visited with Ms. Sullivan regarding Office of Public Instruction money given to healthcare students. However, those students are still, for the most part, in the pipeline. She also pointed out the range of professions represented in healthcare, from neurosurgeons to aides.

Information Items

Program and Oversight Reports

Pam Watson provided the Board with the Transition Report that Commissioner Kelly had requested. This was an update of the re-allocation of re-captured funds from the transition to a single statewide planning area. Ms. Watson distributed a hand out that indicated financial data by Adult, Youth, and Dislocated Worker program categories. The \$400,000 will be allocated, pending waiver approval. The waiver proposal has been submitted to the US Department of Labor for current year spending.

Ms. Watson and the WIA Unit are developing a questionnaire to be used by the SWIB and service providers to evaluate their needs from the WIA Unit.

Ms. Watson went into more detail on the RFP process, which Ms. Smith reviewed earlier in the meeting while reporting on the Youth Council. The Workforce System Committee meeting scheduled for August 30, 2006, was cancelled, but one of its agenda items was the RFP for WIA Adult and Dislocated Workers. All bidders must follow the Department of Administration's procurement procedure, including using the boilerplate. RFP elements, especially those which are required, will be specifically highlighted for the Workforce System Committee Workforce Committee. Ms. Watson currently is researching other states' best practices. Chairman Miles stated he was pleased to hear the RFP process includes studying other states' work. He thanked Ms. Watson.

Monitoring/Performance/Process/Evaluation Form/TAT Update

Suzanne Ferguson presented progress on WIA monitoring and technical assistance. Monitoring for the period, July 1, 2005-June 30, 2006 is complete. Each of the state's providers has been visited. The visits included an entrance questionnaire, with items regarding service coordination with other WIA and non-WIA partners, frequency of visits to outlying areas, adherence to equal opportunity and non-discrimination laws, etc. Monitoring staff then reviewed a sample of providers' files, choosing clients who had just started, had finished or were midway in the program. Ms. Ferguson stated the providers are doing great work, with a technical assistance session for them scheduled for October 10th – 12th, at the Bozeman Holiday Inn. She welcomed the Board to attend. Chairman Miles said the Board members need an agenda.

National Association of State Workforce Board (NASWB) Chairs and Staff

Ms. Smith reported on the NASWB conference that she and SWIB Vice-Chair Marty Copps attended on August 14th, 2006, in Jackson Hole, Wyoming. The conference theme was *Staying the Competitive Course: Looking at State Sector Strategies*. Topics covered included:

- Finding transitions for teens aging out of foster care and entering adulthood. There is a resurgence of these youth who are chemically dependent and/or incarcerated. Transitions also need to be available for disabled youth.
- Mature Worker programs are being developed for Baby Boomers. Montana's aging workforce ranks third in size in the nation; their healthcare is an issue for the state. Chairman Miles questioned methods to replace aging workers and the training sources for new workers. Is Montana prepared to replace its 55-year-old+ aged workers?
- The rapidly growing Hispanic population; and how a workforce that speaks English as a second language affects economic development.
- Immigration issues. Ms. Smith brought up an August 14th newspaper article regarding Montana's and Wyoming's above national average numbers of native born workers: only 1.6% in Montana are foreign born. Other states show much higher immigrant numbers.
- School career counseling and concerns regarding preparing students not just for higher education but the demands of the work place.
- Legislative updates regarding re-authorization of WIA at the federal level, including House, Senate and National Governors' Association proposals.
- Re-marketing programs, like TANF, as economic development programs, rather than human service programs.
- WIRED grants, The focus is on a value-added, know-your-market, demand-driven,
- Concern that the modern workforce and job seekers need skills never required before, and whether schools are teaching these.
- Concern that states are not being proactive with WIA while waiting for its re-authorization, and the negative impacts of funding cuts due to war, terrorism, etc.

Next Meeting Date

Chairman Miles discussed the importance of attendance, as quorums are required to take action at both committee and SWIB meetings, November 30th/December 1st, 2006, was tentatively agreed upon for the next full SWIB meeting.

Chairman Miles stated agenda items will include:

- RFP (Youth, Adult, Dislocated Worker).
- Further addressing healthcare issues identified by the Taskforce.

Chairman Miles said the Board should leave a footprint on Montana's workforce issues. Its members are capable, and the state should take advantage of their talents. He ended by thanking Ms. Smith and Ms. Wilhelm.

Adjournment

With no further business, Mr. Kelly moved to adjourn the meeting, Jackie Helt seconded, and the motion carried unanimously.

Dan Miles, Chairman

Date